



National Archives and Records Administration

700 Pennsylvania Avenue, NW
Washington, DC 20408-0001

Washington, DC...Effective October 1, 2007, the National Archives will amend the fees it charges to reproduce public court documents in National Archives facilities nationwide. The fees are being changed to reflect current costs of providing the reproductions. This is the first fee increase in more than a decade.

As of October 1, 2007, fixed-fee packages for reproductions of commonly-requested court records using the National Archives order forms will be as follows:

Type of Record	Order Form	Fee
SMALL PACKAGES:		
Bankruptcy – Preselected Documents: <ul style="list-style-type: none">○ Discharge of Debtor (or Order of Dismissal or Final Decree)○ Voluntary Petition○ Summary of Debts and Property○ Schedules D, E and F	NATF Form 90	\$25.00
Bankruptcy – Docket Sheet	NATF Form 90	\$25.00
Civil – Docket Sheet	NATF Form 91	\$25.00
Criminal – Preselected Documents: <ul style="list-style-type: none">○ Commitment or Probation/Commitment Order or Sentence○ Indictment	NATF Form 92	\$25.00
Criminal – Docket Sheet	NATF Form 92	\$25.00
Court of Appeals – Docket Sheet	NATF Form 93	\$25.00
LARGE PACKAGES:		
Bankruptcy – Entire Case File	NATF Form 90	\$70.00
Civil – Entire Case File	NATF Form 91	\$70.00
Criminal – Entire Case File	NATF Form 92	\$70.00
Court of Appeals – Entire Case File	NATF Form 93	\$70.00

Entire Case Files that exceed 150 pages will be billed as a large package (\$70.00) plus a labor charge billed in 15-minute increments. Large packages that exceed one box will also incur a \$10.00 handling fee for each additional box.

Walk-in customers may request case files at National Archives facilities, flag documents within the case file, and request individual copies of these documents. This service will cost \$0.90 per page with a \$10.00 minimum handling fee for each box retrieved. This option is not available to off-site customers.

For fastest service, off-site requestors are encouraged to use NARA's Order Online! at <http://www.archives.gov/research/order/orderonline.html>. Requests can also be made via US Mail or fax by submitting the appropriate forms found at <http://www.archives.gov/research/court-records/bankruptcy.html> along with the correct payment. Additional information about Court copies can be found at <http://www.archives.gov/frc/court-records.html> or by emailing frc@nara.gov.